

Managers/Organizers Who Use Organizational Skills, Study Practices, and Positive Attitudes Towards Work		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
<p>Manage Time (B)</p> <ul style="list-style-type: none"> • Be punctual to school and class • Organize time to meet goals and deadlines <p>Manage Assignments (P)</p> <ul style="list-style-type: none"> • Set goals and plan tasks • Complete homework on time • Hand in assignments on due dates <p>Engage with Learning (P/O)</p> <ul style="list-style-type: none"> • Work independently • Pay attention in class • Follow instructions • Take part in class discussions and activities <p>Approach Tasks (B/O)</p> <ul style="list-style-type: none"> • Use a system to get through homework, finish all assignments, and be prepared <p>Present Work (C/CG)</p> <ul style="list-style-type: none"> • Present work clearly, carefully, and neatly <p>Organize Materials (P)</p> <ul style="list-style-type: none"> • Organize materials (locker, binders, workbooks, diary) • Bring correct resources & equipment to class • Be organized for class, equipped and ready to work <p>Organize Own Work (K)</p> <ul style="list-style-type: none"> • Keep an organized notebook • Record accurately daily homework and assignments in planner • Use note-taking skills and graphic organizers 	<p>Manage Time</p> <ul style="list-style-type: none"> • Plan a weekly schedule for homework, extra-curricular activities, hobbies, etc. • Estimate time needed for each task • Negotiate due dates <p>Manage Assignments</p> <ul style="list-style-type: none"> • Identify study priorities • Use task/assignment sheets, criteria and rubrics to guide study and work <p>Engage with Learning</p> <ul style="list-style-type: none"> • Show initiative • Give feedback to fellow classmates and teachers • Concentrate on task given • Question, support and challenge ideas <p>Approach Tasks</p> <ul style="list-style-type: none"> • Be challenged by difficult tasks • Know all safety procedures • Revise work • Be organized • Ask questions and seek clarification <p>Present Work</p> <ul style="list-style-type: none"> • Explain the finished product and the process of getting there • Complete all work in an accurate manner • Maintain high standards <p>Organize Materials</p> <ul style="list-style-type: none"> • Organize and manage materials (locker, binders, workbooks, diary) • Bring correct resources & equipment to class • Be organized for class, equipped and ready to work • Anticipate resources materials needed for assignments and projects <p>Organize Own Work</p> <ul style="list-style-type: none"> • Record all information systematically • Use notebooks in an accurate and neat manner • Record accurately daily homework and assignments in planner • Use note-taking skills and graphic organizers. 	<p>Manage Time</p> <ul style="list-style-type: none"> • Make and keep appointments with their teachers, community service groups, friends, and fellow students • Schedule priorities • Meet deadlines – get started early and ask for help before the due date <p>Manage Assignments</p> <ul style="list-style-type: none"> • Identify various ways to complete projects • Break down large projects into a series of smaller, achievable tasks • Work with a system to get through all of the tasks in order and on time <p>Engage with Learning</p> <ul style="list-style-type: none"> • Take responsible risks • Initiate and maintain inquiry • Accept and give constructive feedback • Create new ideas <p>Approach Tasks</p> <ul style="list-style-type: none"> • Discuss ideas with supervisors and group members • Use the appropriate methods of the subject • Demonstrate safety and organization at all times • Take responsible risks <p>Present Work</p> <ul style="list-style-type: none"> • Take care of their work at all times • Present organized and accurate work • Evaluate the final product and the process of getting there with accuracy, objectivity and confidence <p>Organize Materials</p> <ul style="list-style-type: none"> • Be responsible and independent – be prepared for all classes with all necessary materials and extras, if needed. • Have a system for filing, storing and carrying work <p>Organize Own Work</p> <ul style="list-style-type: none"> • Take good quality notes • Be systematic in their approach to organizing the work and know where to find all of their notes, tasks, and revision materials

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Present Work (C) <ul style="list-style-type: none"> • Take care of work at all times • Present work clearly, carefully and neatly. 	Present work <ul style="list-style-type: none"> • Take care of work at all times • Explain the finished product and the process. • Work hard to be accurate • Maintain high standards 	Present Work <ul style="list-style-type: none"> • Take care of work at all times • Present organized and accurate work • Evaluate the final product and the process of getting there with accuracy, objectivity and confidence

Collaborators Who Use Collaborative Skills

MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
<p>Accept Others (O/RT)</p> <ul style="list-style-type: none"> • Invite, accept and respect others' ideas • Listen to and understand others with compassion <p>Help Others (O/CG)</p> <ul style="list-style-type: none"> • Cooperate with other people in their group • Be aware of other people's feelings and safety • Help others with their work <p>Face Challenges (RT/R)</p> <ul style="list-style-type: none"> • Discuss different ways to approach a task and choose the best option • Set goals as a group and plan deadlines <p>Work in Groups (C/O)</p> <ul style="list-style-type: none"> • Work with all members of the group • Accept others' ideas • Give and follow instructions • Actively contribute to class discussions • Know others' strengths 	<p>Accept Others</p> <ul style="list-style-type: none"> • Ask other people for their ideas and value their suggestions • Use strategies to understand other people and their ideas • Empathize with people <p>Help Others</p> <ul style="list-style-type: none"> • Actively participate in all group practical and theoretical work • Care about and ensure the safety of all other members of the group • Help other people to improve. <p>Face Challenges</p> <ul style="list-style-type: none"> • Work as an enthusiastic and positive team member to investigate or solve a problem, produce a product, present or perform <p>Work in Groups</p> <ul style="list-style-type: none"> • Work effectively, cooperatively and efficiently to achieve best possible results • Show leadership capabilities • Work well with all members of the group • Know and use team mates' strengths to achieve group goals • Be sensitive to others' weaknesses 	<p>Accept Others</p> <ul style="list-style-type: none"> • Evaluate their understanding of other peoples' needs and abilities • Use others' ideas sensibly and appropriately <p>Help Others</p> <ul style="list-style-type: none"> • Encourage all of those around them • Demonstrate safe practice to others • Take part actively in group tasks <p>Face Challenges</p> <ul style="list-style-type: none"> • Resolve conflicts quickly and fairly • Work together to achieve goals • Use teamwork skills • Accept group decisions with grace • Develop alternatives <p>Work in Groups--cooperatively</p> <ul style="list-style-type: none"> • Delegate responsibilities • Support other group members who take the lead • Cope with difficulties together • Cope with uncooperative, unhelpful or unreliable group members • Inspire others to be the best they can be

Communicators Who Use Good Communication Skills		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
<p>Be Literate (C)</p> <ul style="list-style-type: none"> Explore different forms of expression Present ideas clearly and coherently in a variety of formats – written, oral, visual, multimedia, etc. Use writing, drafting, mind mapping, and note taking as a means for generating and refining ideas <p>Learn with Others (O/CG/I)</p> <ul style="list-style-type: none"> Listen carefully to others Respond to teachers' questions with appropriate answers Ask for help in class Follow instructions Ask questions Give constructive feedback <p>Use Media (C)</p> <ul style="list-style-type: none"> Make use of IT tools and skills to support communication <p>Be Informed (O/B)</p> <ul style="list-style-type: none"> Find ideas and information from a range of different sources <p>Inform Others (C)</p> <ul style="list-style-type: none"> Describe simple forms, processes and ideas Give clear directions and instructions to others 	<p>Be Literate</p> <ul style="list-style-type: none"> Apply different forms of expression to suit the context Use different reading strategies Identify main ideas Identify confusing parts of texts Interpret complex sources of information <p>Learn with Others</p> <ul style="list-style-type: none"> Ask for help from teachers or instructors outside of class time, if necessary Participate in discussions Give reasonable feedback to others <p>Use Media</p> <ul style="list-style-type: none"> Use a variety of software and technologies composing and presenting Use appropriate forms and techniques to present data and information in a number of ways <p>Be Informed</p> <ul style="list-style-type: none"> Connect sets of ideas from different sources Read from a variety of sources – newspapers, books, novels, and online literature <p>Inform Others</p> <ul style="list-style-type: none"> Present information in an organized, relevant manner Use appropriate language and presentation techniques Explain processes clearly Provide and support a reasoned opinion 	<p>Be Literate—share information</p> <ul style="list-style-type: none"> Choose and apply different, appropriate forms of expression to suit the context Use and be able to talk about a number of reading strategies Use and talk about different Q & A relationships Interpret and be able to infer the meaning of a range of technical and content-specific language <p>Learn with Others</p> <ul style="list-style-type: none"> Initiate topic-based discussions with others Negotiate goals, objectives, limitations, expectations, concerns, progress and strategies with supervisors and peers <p>Use Media</p> <ul style="list-style-type: none"> Use a variety of IT tools and skills to present spoken and written information and ideas Use appropriate media to give presentations to a range of audiences <p>Be Informed</p> <ul style="list-style-type: none"> Interpret complex sources of information accurately Synthesize different sets of ideas and information Critically evaluate ideas and information <p>Inform Others</p> <ul style="list-style-type: none"> Use appropriate text conventions in writing tasks Support arguments fully Compose clear, ordered and coherent writing Keep supervisors and teachers informed of working progress

Knowledge Seekers Who Use Information Literacy		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
<p>Access Information (I/T/K)</p> <ul style="list-style-type: none"> With assistance, choose, use and apply a variety of IT tools, including a selection of software applications, to various learning tasks and situations Use the library's card catalogue system Understand the Dewey decimal system as it applies to the location of books in the school's library Identify, locate and use appropriate sources of information in the school's library Brainstorm key words for searching mind mapping/webbing Use finding guides, such as online library catalogues, subject directories, keyword & subject searches, indexes, table of contents, and databases Use basic search engine strategies and know how different search engines work <p>Select and Organize Information (I/T/K/RT/R)</p> <ul style="list-style-type: none"> Understand the research process, and, with assistance, apply the process to their assignments/projects Locate and choose a variety of information sources for assignments and projects. Identify and summarize the main points in a piece of writing/audio/video using basic note taking skills Understand and use electronic research strategies, including using the Internet Evaluate information sources <p>Be Honest (P)</p> <ul style="list-style-type: none"> Understand the meaning of plagiarism and intellectual property and avoid them Identify the work and ideas of other people Be able to quote, paraphrase, and summarize Cite information borrowed from other sources in students' work as a bibliography. Create a properly formatted bibliography using the MLA format Understand and abide by the IST academic honesty policy (intellectual property rights) 	<p>Access Information</p> <ul style="list-style-type: none"> Independently choose, use and apply a wider variety of IT tools, including a selection of software applications, to various learning tasks and situations Use finding guides appropriately, i.e., library and electronic sources (including the Internet) to find relevant information Research information independently Select and evaluate a variety of resources Use the most appropriate resource to suit the task Use the Thesaurus effectively Use search engine strategies, i.e., keyword, Boolean, truncation, closed phrases and more than one search engine <p>Select and Organize Information</p> <ul style="list-style-type: none"> Apply the research process to their assignments/projects, with limited assistance Evaluate web resources, i.e., CARRDSS method Choose relevant information from larger pieces of text Highlight, organize and group key ideas when taking or making notes Use relevant information and sources to suit the task they are given. <p>Be Honest</p> <ul style="list-style-type: none"> Use citing for tables, images, and other non-text sources. Cite information borrowed from other sources in MLA format within the body of the work and as a bibliography Summarize several sources in the students' own words Create a properly formatted bibliography using the MLA format Understand and abide by the IST academic honesty policy (intellectual property rights) 	<p>Access Information</p> <ul style="list-style-type: none"> Seek appropriate resources using a range of media Use information technology to enhance a search, i.e, advanced search strategies, variety of search engines Use a variety of relevant sources to complete a tasks Identify opportunities for primary research Construct meaningful surveys and interviews <p>Select and Organize Information</p> <ul style="list-style-type: none"> Independently apply the research process to subject-specific requirements Use primary and secondary research Record information using most appropriate note taking strategies Use paraphrasing and quotations, using only standard conventions (MLA method) Evaluate the relevance and validity of information taken from a source Identify point of view, bias or weakness in a resource Make inferences of meaning based on clues in a source <p>Be Honest</p> <ul style="list-style-type: none"> Use full, appropriate citations and footnotes when referencing or quoting interviews, field research, databases or tables or images and all media sources Respect the concepts of plagiarism and intellectual property and avoid them at all times in assignments Avoid the misuse of others' ideas or work through various strategies, i.e., request permission of. Create a properly formatted bibliography using the MLA format for all types of media Understand and abide by the IST academic honesty policy (intellectual property rights)

Reflective Thinkers Who Use Reflection

MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
<p>Be Self-aware (R/B/T)</p> <ul style="list-style-type: none"> Identify and determine own learning style(s) Monitor and evaluate own performance accurately, recognizing strengths and weaknesses Understand the value of critical analysis by themselves and their peers <p>Improve Ideas and Work (R/RT)</p> <ul style="list-style-type: none"> Use the writing process Use criteria and rubrics in the self- and peer-evaluation processes Describe and evaluate the process they followed to complete the task Record reflections in planner, journals and portfolios Break areas for improvement down into specific identifiable actions Use self & peer assessment to improve work Use reflection to evaluate achievement of goals 	<p>Be Self-aware</p> <ul style="list-style-type: none"> Adapt learning to their own style Use reflections to evaluate their own achievements and goals Adapt learning to address own strengths and weaknesses Analyse a situation Be self-critical in a positive way <p>Improve Ideas and Work</p> <ul style="list-style-type: none"> Use the writing process Revise work and adapt behaviour based on reflection Use reflection as a tool to expand ideas and record work processes Review progress at each stage, re-assess the present situation and adapt learning to meet needs Use self and peer assessment to improve work 	<p>Be Self-aware</p> <ul style="list-style-type: none"> Collect and submit a portfolio of evidence of their own ATL experiences Explore beyond their own learning styles and preferences Adapt to different learning situations and requirements Ask for and appreciate constructive criticism Use self-analysis <p>Improve Ideas and Work</p> <ul style="list-style-type: none"> Use the writing process Take part in the writing of criteria and rubrics in the self- and peer-evaluation processes Keep and update learning journals on a regular basis Use reflection to help others improve Reflect at each stage of the learning and creation processes Combine reflection and self-analysis to identify specific ways to improve Use self, peer and client assessment to evaluate performance and improve work Revise their work and adapt their behaviour based on the results of both reflection and feedback

Self-Directed Learners Who Use Problem-solving and Thinking Skills		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
<p>Inquire (I)</p> <ul style="list-style-type: none"> With assistance, identify and create guiding questions as a group/class Identify and recognize the aims and purpose of guiding questions <p>Pose Problems (I)</p> <ul style="list-style-type: none"> Identify real-world problems and identify the tasks involved in solving them <p>Apply Past Knowledge (I/K)</p> <ul style="list-style-type: none"> Form and support own opinions Refer reasoning to past knowledge and/or experiences Make analogies <p>Generate Ideas (T/RT/O)</p> <ul style="list-style-type: none"> Use simple thinking tools, i.e., 6W's, KWHL Identify a different point of view Estimate, speculate and predict based on information or logic <p>Make Decisions (K/O/RT/R)</p> <ul style="list-style-type: none"> Learn about how to effectively make decisions (ranking, comparing) and evaluate the implications of the decisions they make 	<p>Inquire</p> <ul style="list-style-type: none"> Individually compose guiding questions/hypothesis to help approach a class topic or theme and gain deeper understanding or knowledge <p>Pose Problems</p> <ul style="list-style-type: none"> Understand causes, effects, solutions, and consequences of real-world problems <p>Apply Past Knowledge</p> <ul style="list-style-type: none"> Use previous knowledge and/or experience to make comparisons and predictions Draw logical conclusions <p>Generate Ideas</p> <ul style="list-style-type: none"> Use a variety of thinking strategies and tools Look for multiple points of view and perspectives to help solve a problem or complete a task <p>Make Decisions</p> <ul style="list-style-type: none"> Apply the decision making process/model to their work and evaluate the implications of the decisions they make 	<p>Inquire</p> <ul style="list-style-type: none"> Evaluate, question, and challenge information and arguments Generate individual guiding questions/hypothesis based on their specific assignments/projects. <p>Pose Problems</p> <ul style="list-style-type: none"> Generate alternative solutions to problems Evaluate each solution for effectiveness Apply and evaluate the best solution to a real-world problem <p>Apply Past Knowledge</p> <ul style="list-style-type: none"> Articulate prior knowledge on a subject or topic Form and support reasoned opinions Create problems and generate questions from different perspectives Draw logical conclusions based on facts and evidence <p>Generate Ideas</p> <ul style="list-style-type: none"> Generate creative, new ideas Make predictions and justify them Consider issues from multiple viewpoints Explain how their thought processes help develop problem-solving skills Combine critical and creative thinking strategies Properly apply a range of higher-order thinking skills and strategies Synthesize ideas to create new ones <p>Make Decisions</p> <ul style="list-style-type: none"> Evaluate the implications of their decisions and evaluate/reflect on the validity of their decisions

Self-Directed Learners Who Use Problem-solving and Thinking Skills can't		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to....		
Organize Ideas (O/RT) <ul style="list-style-type: none"> • Arrange and categorize information Make Connections (O/K/T) <ul style="list-style-type: none"> • Recognize similar contexts • Use ideas and skills learned in one subject and apply them in another subject Connect the AOIs (K) <ul style="list-style-type: none"> • Understand the Areas of Interaction • Connect their ideas and experiences with the Areas of Interaction Appreciate Culture (I/O) <ul style="list-style-type: none"> • Learn about and take part in aspects of other cultures • Identify cultural similarities and differences 	Organize Ideas <ul style="list-style-type: none"> • Use planning and outlining strategies to approach a task • Identify key variables and main ideas in a problem Monitor and evaluate their performance Make Connections <ul style="list-style-type: none"> • Apply knowledge and understanding from one subject to another • Use techniques and strategies from one subject in other subjects • Understand relationships between common practices in different subjects Connect the AOIs <ul style="list-style-type: none"> • Use the perspectives and aims of the Areas of Interaction to help focus studies Appreciate Culture <ul style="list-style-type: none"> • Contribute to a range of different cultural activities • Participate in cultural excursions and events • Establish a connection with a person, group or organization from another culture 	Organize Ideas <ul style="list-style-type: none"> • Evaluate a planning and outlining strategy and apply it to the Personal Project • Use a range of investigative and organizational tools (ie. mind-mapping - graphic organizers) in an appropriate manner • Monitor and evaluate their performance accurately in terms of both processes and product • Develop and articulate an awareness of their own thinking and learning styles Make Connections <ul style="list-style-type: none"> • Use knowledge across subjects to create products, solve problems or complete a task • Understand interdisciplinary tasks • Apply skills and knowledge learned to unfamiliar tasks or situations Connect the AOIs <ul style="list-style-type: none"> • Use the Areas of Interaction to plan, implement and evaluate the Personal project Appreciate Culture <ul style="list-style-type: none"> • Respect other cultures and explore the perspectives of another culture on a task or problem • Empathize and sympathise with other cultures • Establish and maintain ongoing connections with other cultures

IB Learner Profiles: Inquirers (I), Thinkers (T), **Communicators (C)**, Risk-takers (RT), **Knowledgeable (K)**, Principled (P), Caring (CG), Open-minded(O), Balanced (B), **Reflective (R)** (In addition, **bolded** profiles are separate categories in the ATL matrix.)

Subject specific and interdisciplinary conceptual understanding		
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MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to reinforce their ATL Skills by....		
Subject-specific ATL skills entered here	Subject-specific ATL skills entered here	Subject-specific ATL skills entered here
Collaborators Who Use Collaborative Skills		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to reinforce their ATL Skills by....		
Subject-specific ATL skills entered here	Subject-specific ATL skills entered here	Subject-specific ATL skills entered here
Communicators Who Use Good Communication Skills		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to reinforce their ATL Skills by....		
Subject-specific ATL skills entered here	Subject-specific ATL skills entered here	Subject-specific ATL skills entered here
Knowledge Seekers Who Use Information Literacy		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to reinforce their ATL Skills by....		
Subject-specific ATL skills entered here	Subject-specific ATL skills entered here	Subject-specific ATL skills entered here
Reflective Thinkers Who Use Reflection		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to reinforce their ATL Skills by....		
Subject-specific ATL skills entered here	Subject-specific ATL skills entered here	Subject-specific ATL skills entered here
Self-Directed Learners Who Use Problem-solving and Thinking Skills		
MYP 1 & MYP 2	MYP 3	MYP 4 & MYP 5
Students will have opportunities to reinforce their ATL Skills by....		
Subject-specific ATL skills entered here	Subject-specific ATL skills entered here	Subject-specific ATL skills entered here

One handout per department